

Date: Monday 10th August 2015, 1:30 – 3:30pm

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Mark Turner (Action Sustainability), Ursula Cooper (Action Sustainability), Danielle Bistacchi (Action Sustainability), Mohammad Rickaby (Action Sustainability), Shaun McCarthy (Action Sustainability), Shamir Ghumra (Responsible Solutions), Ian Nicholson (Responsible Solutions), Kevin Moran (Galliford Try), Dan Firth (Interserve), Peter Johnson (Kier), Aaron Reid (Balfour Beatty)

Apologies: Emma-Jane Allen (Action Sustainability), Alice Hands (Sir Robert McAlpine), Lucy Hind (Covance), Steve Cook (Willmott Dixon), Charlie Roberts (Cofely), Harriet Phillips (WP Group), Steve Enright (Abellio)

Summary of key recommendations to the School Board:

1. The construction and infrastructure groups both feel strongly that the Materials Group should be investigated further and formed.
2. In the development of the future vision for the School the board should consider how effective representation from each leadership group to the board is maintained. Currently this would involve the constitution to be changed.
3. There needs to be a way that Elearning modules can be tracked when they are used on an external LMS system. It was suggested that Partners were asked to monitor and feedback on an annual basis as to use of the e-learning modules from within their organisations.
4. A better process needs to be put in place next year when deciding on the topic of the Special Interest Groups. None of the groups are 'time limited' or have clear deliverables, as the topics are wide in focus.
5. 3 separate meetings should be held to allow all Partners to engage in the development of the School vision. These should not be squeezed into the current group meetings.

Meeting notes:

1. Update on previous actions

All actions from the last meeting have been addressed.

The notes from the exercise relating to the eight management competencies that the group were asked to comment on were collated and are now being used as part of the consideration to the learning structure within the School by the delivery team with recommendations to be put forward for discussion in the autumn operations group meeting.

2. Operations report

An update on the Schools performance was reported against the KPI's set in the business plan. Further details can be found in the Operations Report. Action Sustainability (AS) have recognised and highlighted key areas for development.

Agreed points:

- ✓ We currently stand at 31 partners against a target of 40. No new partners have currently joined the School since the last meeting however, Paul Parkinson has been recruited to focus on partner recruitment and is following up on several strong leads.

- ✓ How to improve the overall competence scores of our members is currently being assessed and is part of the School's wider communication plan to increase skills and awareness of the School
- ✓ All other KPI's are currently on target for the year.

Actions:

- AS to look at how to present performance against KPI's in a clearer way.

3. Matters arising from the Board meeting

a. Nigel McKay

Nigel McKay has resigned, with immediate effect, from HS2 – his position on the board is now vacant.

Agreed points:

- ✓ Action Sustainability are currently working on a process which will be suitable for the re-election, based on lessons learnt from previous elections.
- ✓ There is no current replacement from HS2 to represent on the Infrastructure Group.
- ✓ It was suggested to the group that the chair of each group should attend the Board meetings. Currently this would involve the constitution to be changed, but it may be revisited next financial year.

Actions:

- AS to release timescales and information about the re-election in September to allow all partners plenty of time to nominate themselves if their organisation is not already represented.

b. Materials Group

The Materials Group has been put forward by the Infrastructure Group and also strongly supported by the Construction Group. As funding is not available under the Special Interest Groups (SIG's), we need to look at where savings can be made to fund this.

Agreed points:

- ✓ The Materials Group must cut across all sector groups
- ✓ The group would need to explore how it would add value to the School
- ✓ The group needs to develop a clear brief and output which is separate from what is already produced by the other parts of the School.
- ✓ It has already been recognised that there are many other external groups dealing within similar issues surrounding resource scarcity, this group must provide added value to both the School and the industry.

Actions:

- AS to consider how the group could be funded and to shortlist which partners would be likely to join the group.
- AS to approach potential partners within the product manufacturing industry who would be a key influence within the group.
- Shamir Ghumra to invite BRE to the next Infrastructure meeting and to understand what they are currently doing within the materials sector and to provide feedback to the group

- Shamir Ghumra to work with partners who want to join the group and create a brief that specifies what the group want to achieve and how.

4. Special Interest Groups (SIG's)

The three Special Interest Groups approved by the Board are as below:

- 1) Social Value
- 2) Performance Measurement
- 3) Skills and Employability in the Built Environment.

Agreed points:

- ✓ A better process needs to be put in place next year when deciding on the topic of the SIG's.
- ✓ None of the groups are 'time limited' or have clear deliverables, as the topics are wide in focus.
- ✓ The three groups appear to over- lap in terms of content, there needs to be a clear definition for each group.

1) Social Value

Social value is a big driver amongst public sector clients and it is an emerging topic that the School would benefit from clarity on. Aaron Reid presented his suggestions on how this SIG can provide added value to the industry:

- To assess the impact & opportunities of the Social Value Act within the built environment industry
- To agree a common approach to the metrics needed to measure social impact
- Produce clear guidance and practical examples of how both partners and their supply chain can deliver social value (e-learning module?)
- Share examples of best practice in delivering and measuring social value

Agreed points:

- ✓ The scope of this group needs to be agreed and to understand how it crosses over with other similar legislation i.e. Equality & Diversity or Health & Safety.
- ✓ This group must provide practical solutions on how to improve social value and to break down the Social Value Act into a language that the supply chain will understand.
- ✓ Data could be fed to the Horizon Group, to provide some new thinking of the definitions and measurement of social value.
- ✓ There is a need to engage with clients to understand how they can work together to influence the market.

2) Performance Measurement

The outcome of this group is to define a common set of definition for sustainability metrics and agreement on a small basket of measures for all partners to collect. This will enable improved measurement & reporting and also provide consistency to the supply chain.

Agreed points:

- ✓ To input into the HS2 and government work on standardising PQQs – but just the sustainability section.
- ✓ Agree a common set of metrics to measure social and environmental sustainability.
- ✓ Heat mapping of spend categories – so trades are only asked relevant questions .
- ✓ Understand the outcomes that contractors are trying to achieve.

- ✓ This group needs to understand how it is different to PAS91.

3) Skills and Employability in the Built Environment

Another big driver amongst public sector clients, this group will look at the long term development of a wider and improved talent pool.

Agreed points:

- ✓ To develop a common understanding of need to develop the talent pool – the business case (internal and external).
- ✓ Produce a directory of terms.
- ✓ Develop simple e-learning module to explain to managers the issues.
- ✓ Bring together a library of good practice, and bring forward practical solutions for SME's on how to tackle the skills gap problem within the industry.

Actions:

- AS to appoint a secretariat to each group and then put a call out to partners and assess who wants to join each group
- Once partners have committed to the groups of their choice, elections will be arranged to nominate a chair of each group. This will be organised by AS.
- AS will circulate a brief about each group, what the groups aim to deliver and what the initial 'Terms of Reference' would be, and to then circulate to the Ops Group and Board for approval.

5. Membership Communications Plan

Action Sustainability have been working towards the roll-out of a detailed communications plan to the School's users informing them of the changes to the definition of a 'member', and to also increase engagement with the School and the overall performance of the members.

Agreed points:

- ✓ Members need to be fully informed on how the definitions will change and how it will affect them
- ✓ AS are working with the School's software developers to understand how a 'corporate account' and 'individual accounts' can be set up on the system and overall improve a members customer journey
- ✓ There needs to be a smart marketing strategy in place, which will guide our members and encourage multiple activity.
- ✓ There are currently no trackers in place to track resources that are being viewed if they have been either downloaded on an iPad or viewed through an external Learning Management System.

Actions:

- AS to circulate a brief about how the School's users will be updated on the new definitions of 'member'.
- AS to circulate a detailed brief on how corporate and individual accounts are to be set up.
- To update the group once the partner dashboard infographic is complete.

6. Fairness, Inclusion & Respect (FIR)

Ian Heptonstall gave a brief progress report on the development of the FIR work, which is being supported by CECA and CITB. In brief:

- ✓ Two e-learning modules are currently in the development phases (Topics are 1. the business benefits of FIR and 2. site management & FIR). Completion due by end of September.
- ✓ Four short films (Toolbox Talks) which aim to provide information on how a site manager can deliver an effective toolbox talk on FIR.
- ✓ Development of a resource library, which will sit under the Employment & Skills section of the School.
- ✓ 11 events will run between October and December. Partners can contact Ursula Cooper (Ursula@actionsustainability.com) if they are interested in hosting one of the FIR events.
- ✓ This work ties in with CITB BeFair framework – FIR is a cross cutting issue across all sectors.

7. Building the Vision of the School

It has been agreed by the Board that the vision of the School needs addressing and a new '2020 vision' needs to be approved. The current vision is outdated and must be brought in line with where the built environment industry sees itself in 5 years time. This vision will lead into the business plan next year.

Shaun McCarthy is leading the development of the School's new vision and will be running a 'scenario- based' exercise across the sector groups. This group trialled the exercise and provided feedback:

- ✓ The scenario examples need to be more specific
- ✓ The "knitting scenario" should be a MUST and the other scenarios cannot be considered without getting the basics or "core objectives" correct first
- ✓ Important to understand what we want to achieve- to know where we want to be before thinking about funding of such ambitions
- ✓ Where do people see the School now? And where do they see the School in the future? Is there a common understanding from partners about where is the School now? How would this impact the vision?

8. AOB

Certificates:

The group need to provide feedback and confirm they approve of the certificates (a draft was circulated prior to the meeting).

Next meeting:

6th October 2015, 1 – 3pm at Action Sustainability offices, 377 Camden Rd, N7 0SH